

## **PROCESSING CHAPLAINCY APPLICATIONS**

1. Applicant is investigated and approved by Nominating Agency as suitable to commence Chaplaincy Training.
2. Nominating Agency advises State Chaplaincy Board with "Notification of Interest" form (from Chaplain's Nomination Pack, available on web site), which is tabled at the next SCB meeting.
3. Nominating Agency writes to the Correctional Centre concerned advising of new Trainee Chaplain, providing details of name, address, phone/email contact details and Drivers Licence Number, and requesting approval to commence training . **Copy of letter to be also sent to Coordinating Chaplain from that Centre.**
4. In consultation with the Chaplaincy Co ordinator, and the Correctional Centre, applicant applies for Security Clearance, and Correctional Centre arranges for Induction/Security Awareness Training. This should be done at the first available opportunity. **Chaplaincy Coordinator should keep a copy of the Security Forms filled out by the trainee Chaplain.**
5. Each month at the meeting with the Chaplaincy Coordinator and the Centre Management, a list of the Trainee Chaplains awaiting permission to commence their training should be given to Centre Management and discussion take place as to the current position regarding the trainees attendance at Security Awareness/Induction.
6. In consultation with the Chaplaincy Coordinator, trainee commences 6 days training under direct supervision of the nomination agency Chaplain, or other Chaplains if required. Chaplaincy Coordinator to facilitate these training days with Centre Management.
7. After six days completed, and necessary forms from Nomination Pack completed, nominating Agency submits Application Pack to State Chaplaincy Board. Chaplains should continue with Orientation/Training until their QCS ID is received. Trainee Chaplains mustl always be accompanied by another Chaplain (not an Officer).
8. Nomination considered at next SCB meeting, and if approved, Queensland Corrective Services advised, and letter of appointment sent from QCS to the Applicant, copies to SCB, Centre Management and Chaplaincy Co ordinator.
9. QCS forwards to applicant forms necessary for full Chaplaincy Accreditation, upon receipt of these completed forms QCS ID is forwarded to applicant.
10. If no response after 6 weeks, ring QCS Stakeholders Liaison Officer, (3227 6611) regarding the progress of the ID.

**Please keep a copy of all documents which are sent to QCS and the Correctional Centres, for reference purposes.**